

写作部分

第一章 大学英语四级考试 对写作部分的要求

一、大学英语四级考试大纲作文部分介绍

1. 基本要求

作文是大学英语四级考试中的最后一项，出题方式有：给出题目作文，规定情景作文，给出段首句续写的作文，给出关键词作文，看图作文等等。四级考试的作文内容为社会、文化或日常生活的一般常识，不涉及知识面过广、专业性太强的内容。此项考试主要考查学生综合运用语言的能力，占分比例为 15%。

最新考试大纲规定了对写作的基本要求：能就与课文难度相仿的阅读材料做笔记、写提纲和回答问题，能就一定的话题和所给定的提纲写短文 能写短信或便条。能在 30 分钟内写出 120—150 字（不包含所给出的句子）的短文。表达意思清楚，无重大语言错误。

此外，教育部高等教育司及全国大学英语四、六级考试委员会在 1996 年还做出了大学英语作文最低分的若干规定。规定如下：

(1) 作文分的最低分为 6 分；

(2) 作文分为 0 分，总分若高于 60 分 报分时一律按 59 分不及格处理 若低于 60 分，则报分时一律再减 6 分；

(3) 作文分大于 0 分 小于 6 分，则按下式计算成绩：

例 (1) 原计算总分为 63 分 实得作文分为 2 分，最后报分：

$$63 - 6 + 2 = 59 \text{ 分}$$

例(2)原计算总分为 80 分 实得作文分为 4 分,最后报分:

$$80 - 6 + 4 = 78 \text{ 分}$$

例(3)原计算总分为 58 分 实得作文分为 2 分,最后报分:

$$58 - 6 + 2 = 54 \text{ 分}$$

2. 评分原则与评分标准

四级作文采用总体评分原则,在内容和语言两个方面对作文进行综合评判。阅卷人员就总的印象,即文章的总体表达效果给出分数,不能按语法、词汇、拼写、标点等错误的累计数目的多少来扣分。内容的评判要考虑是否切题,是否能根据不同的提示充分展开,是否能清楚、准确并且完整地表达思想。在语言方面要考虑用词和句法方面的错误是否会造成理解上的障碍。

四级作文题满分为 15 分。阅卷标准共分为五等: 2 分、5 分、8 分、11 分和 14 分。各有标准样卷一份。阅卷人员根据阅卷标准,对照样卷评分,认为与某一分数近似即定为该分数;认为稍好或稍差于该样卷的,则可加或减一分,但不得加减半分。

各分数段的具体标准分别是:

2 分: 条理不清,思路紊乱,语言支离破碎或大部分句子均有错误,且多数为严重语言错误。

5 分: 基本切题。表达思想不够清楚,连贯性差,有较多的严重语言错误。

8 分: 基本切题。表达思想比较清楚,文字尚连贯,但语言错误较多,其中一些是严重的错误。

11 分: 切题。表达思想清楚,文字连贯,但有少量语言错误。

14 分: 切题。表达思想清楚,文字通顺,连贯性较好。基本上无语言错误。

此外,若作文字数不够应酌情扣分。具体标准如下:

累计字数在 90 ~ 99 之间 扣 1 分 ;在 80 ~ 89 之间 扣 2 分 ;在 70 ~ 79 之间 扣 3 分 ;在 60 ~ 69 之间 扣 4 分 ;在 50 ~ 59 之间 扣 5 分 累计字数在 50 以下 ,最多给 5 分。

由此看来,要想在四级考试中取得好成绩,必须做到:

- (1) 内容切题,严格按题目所规定的内容来写。
- (2) 表达清楚,主题思想明确,结构完整,前后呼应。
- (3) 语意连贯 句段衔接自然 合乎逻辑。
- (4) 语言准确,句法多变,句子通顺,遣词造句符合语法规则。

二、四级作文样卷及分档点评

Writing(30 minutes)

Directions: *For this part, you are allowed thirty minutes to write a composition on the topic **Don't Hesitate to Say "No"**. You should write at least 120 words and you should base your composition on the outline (given in Chinese) below:*

1. 别人请求帮助时,在什么情况下我们会说“不”。
2. 为什么有些人在该说“不”的时候不说“不”。
3. 该说“不”时不说“不”的坏处。

Don't Hesitate to Say "No"

Samples:

1

Needless to say, "No" is the most simple word in the world, but sometimes it's difficult to make a decision whether we should use the

think this is not good manners or they want to act as heroes.

It's wrong when "No" should be said but say "Yes". As you can fail, You can supply no help but harm.

点评 (5 分)

这篇文章基本切题，有些地方意思表达得不太清楚，连贯性差，遣词造句方面的功夫较弱。语言错误较多，如：

help (名词单复数) — help

usually should (词序错误) — should usually

act as (介词错误) — act like

When these surroundings appear (中文式表达) — Under these circumstances

but say "Yes" (缺动作执行者) — but he says "Yes"

除此以外，有些句子表达的意思不清楚，且结构完全错误：

his asking is unable to complete for us — we are unable to meet his request

this is not good manners — it is not manners to say "No"

As you can fail, you can supply no help but harm. — Since you fail to offer help, you may bring harm instead of help to him, if you say "Yes".

3

"Can you help me?" — A sentence that is used to ask for help in having trouble is know to all. However, when you're asked for help, in which case can you say "No"? I think there are three cases, you can say "No".

First, if you have no time to help others, please don't hesitate to say "No". Otherwise, you will probably delay your business. Second, when it is too difficult for you and you didn't solve it, you must say to

problems. The reasons lie in several aspects. Some of them feel shy to say “No”. They are too sympathetic to stand by when other people need their help. They would rather call up their friends or relatives to give their help. Others only want to show off their ability. The more difficult the problem is, the more proud they’ll feel when other people thank them. They don’t care whether they can really help them or not.

Of course, there must have been many other reasons. I think it’s not necessary to mention here one by one. When a person promises to help others but they can’t do any good, they’ll delay other people’s time to solute their problems or they’ll put themselves into an embarrassing place. Sometimes, they may put other people into deeper trouble. So when you aren’t sure you can help others, don’t hesitate to say “No”.

点评(11 分)

这篇文章内容及结构完整 行文连贯 但是有些地方的表述还不够清楚 有一些语言错误 如 代词 最后一段第三、四和五行的 they 应为 he, themselves 应为 himself)、单词拼写 wherever, sympathetic, solve) 等。第一段最后一句是连续不断的句子, 根据所表达的意义, 可以将其分为两个复合句, 表达两个相对完整的意义。更改后的句子为: But it doesn’t mean you must say “Yes” wherever other people ask you for help. Don’t hesitate to say “No” when the help is beyond your ability.

5

If necessary, we would say “no”s when others turn to us for help. It’s not surprising at all. We are certainly not “Mr Known-all”. When what they ask us to do beyonds our reach it is wise to tell them

that we can't. Sometimes what they plan to do is morally wrong in our view, on this occasion, we should responsibly decline.

It is not rare that people hesitate to say "No" when they should, especially in China. They are afraid that the refusal would ruin their relationship. Since the others have humbly asked for your offer, the opposite answer is the best expression of your consideration for them.

It's beyond doubt that all people turn to us for what they want and we reserve nothing to offer. However, we have limits in ability. Promising what we can't do can merely make the situation worse.

We would leave others an irresponsible impression afterwards. Hesitating to stop a mistake could do harm not only to others but also to ourselves.

As the frank responsibility is cherished by all of us, don't hesitate to say "No", my fellows.

点评(13分)

这篇作文的内容完整，比较透彻地解释了应该说“不”的原因和不说“不”的危害。思路清晰 逻辑性强 行文流畅 句式和措词也有一定的变化，但有个别语言错误，例如在第一和第二自然段中：

beyonds — is beyond

opposite answer — positive answer

第一自然段中的最后一句是连续不断句，句子之间缺乏必要的连接词 可以在 on this occasion 前面加连接词 and。

第二章 写作基本功训练

一、句子训练

1. 句子分类概说

句子是具有主语部分和谓语部分并有完整意义的可以独立的一组词。在英语里，句子的基本结构有下列六种：

(1) 主语 + 谓语，如：

◆ Day dawns. (天亮了。)

◆ The children stood up. (孩子们站了起来。)

(2) 主语 + 连系动词 + 表语，如：

◆ Betty is a girl. (贝蒂是个女孩儿。)

◆ Bob's father is a cook. (鲍勃的爸爸是个厨师。)

(3) 主语 + 谓语 + 宾语，如：

◆ Teacher Li understands French. (李老师懂法语。)

◆ My younger sister is drawing a picture. (我妹妹在画画。)

(4) 主语 + 谓语 + 间接宾语 + 直接宾语，如：

◆ He told us the whole story. (他把全部经过告诉了我。)

◆ My mum sent me this present. (我妈妈送给我这件礼物。)

(5) 主语 + 谓语 + 主语补语，如：

◆ Her great grandpa died a poor man. (她曾祖父穷困而死。)

(6) 主语 + 谓语 + 宾语 + 宾语补语，如：

◆ He found his little brother very intelligent. (他发现他的小弟弟聪明无比。)

- ◆ I saw the poor dog dead. (我看见那只可怜的狗死了。)

根据句子的结构，句子可分为简单句、并列句和复合句。

(1) 简单句是指由一个主语部分和一个谓语部分组成的句子。如：

- ◆ Fire and water do not agree. (水火不相容。)

- ◆ Linda stood up. (琳达站了起来。)

(2) 并列句是由并列连词把两个或两个以上的简单句叫做分句合成的句子。如：

- ◆ I finished my homework early, but my brother did it rather late. (我很早就完成了作业，可我弟弟却很晚才完成。)

- ◆ My father came home with a bunch of flower, and my mother came home with a big cake. (我爸爸带回一束花，我妈妈带回一个蛋糕。)

(3) 复合句是由一个主句和一个或一个以上的从句合成的句子。如：

- ◆ He remembers when things weren't so comfortable for intellectuals in China. (他记得使中国知识分子感到不那么舒畅的年月。)

- ◆ He said that if he had deserted her, he would have despised himself as a coward. (他说他若抛弃了她，他就会轻视自己为胆小鬼。)

根据句子的目的或用途来看，句子又可分为陈述句、疑问句、祈使句和感叹句。

(1) 陈述句是陈述事实或观点的句子。陈述句有肯定结构与否定结构。如：

- ◆ I had my hair cut by the barber. (我的头发是那个理发师理的。) (肯定陈述句)

◆ She has not been sleeping well recently. (她近来睡得不太好。∅ 否定陈述句)

◆ He is none the happier for his wealth. (他并未因为有钱而感到幸福。∅ 否定陈述句)

(2) 疑问句是一些用来提问的句子。疑问句包括一般疑问句、特殊疑问句、选择疑问句、附加疑问句、修辞性疑问句、感叹疑问句和反意疑问句等。如：

◆ Could you please make less noise? (你可以小声点儿吗?)
(一般疑问句)

◆ Don't you play chess? (你不下棋吗?) (一般疑问句)

◆ Haven't you read this book before? (你以前没有读过这本书吗?) (一般疑问句)

◆ Have you locked the door? (你锁门了吗?) (一般疑问句)

◆ How do you feel today? 你今天感觉如何? (特殊疑问句)

◆ On what grounds do you suspect him? (你凭什么怀疑他呢?) (特殊疑问句)

◆ Who would like to come for a game of football? (谁愿意来踢一场足球呀?) (特殊疑问句)

◆ Shall we go by bus or by train? 我们坐公共汽车去还是坐火车去? (选择疑问句)

◆ Are you ready or not? (你准备好了没有?) (选择疑问句)

◆ I'm not on the wrong train, am I? (我没有坐错火车，对吧?) (附加疑问句)

◆ They forgot to attend the lecture, am I right? (他们忘记去上那次课了，对不对?) (附加疑问句)

◆ Haven't you got anything better to do? (你难道没有更值得的事可做吗? 意即当然有) (修辞性疑问句)

◆ Hasn't she grown! (她长得多快呀!) 感叹疑问句)

(3) 新使句用来表示请求、命令、劝告、建议等。如：

◆ Be reasonable. (要通情达理。)

◆ Go to hell! (见鬼去吧。)

◆ Give me a hand, anybody. (帮我一把,任何人都行。)

◆ Do have some more tea. (一定再喝点茶。)

(4) 感叹句是一些表示喜怒哀乐等强烈感情的句子。如：

◆ How well the clothes fit! (这衣服多合身!)

◆ What an opportunity! (多么好的机会!)

◆ There may still be hope! (还会有希望的!)

2. 句型转换技巧

有些学生写作文时从头到尾一个句式,不知道变化,长短句不会结合,文章往往显得比较单调,没有文采,得分自然要受到影响。其实,英语中有不少句子是可以转换其句型的。如果能够灵活运用句型转换的技巧,文章就会生动许多。下面介绍几种常见的句型转换方式。

(1) 简单句与并列句的转换

将简单句里的短语变为分句,简单句就转换成了并列句。

如：

◆ He came too late to see the first part of the show. (他来得太晚了,没赶上看节目的第一部分。)— He came late, so he missed the first part of the show.

◆ Sleeping but little and thinking much, I find nights long. (我不能入睡,思绪万千,觉得夜很长。)— I find nights long, for I sleep but little and think much.

◆ She sat and talked, forgetting what she was there for. (她坐

下后就说开了，忘了她到那儿去的目的。) — She sat and talked, and so she forgot what she was there for.

将并列句里的分句变为短语，并列句就转换成了简单句。

如：

◆ There lay the ruined wall; it was broken in many places. (倒塌的墙就在那里，很多处都断裂了。) — There lay the ruined wall, broken in many places.

◆ He is my friend and that's why I have accepted the task. (他是我的朋友，因此我接受了这个任务。) — I have accepted the task out of my friendship for him.

◆ She was young and beautiful, and yet her husband did not love her. (她年轻貌美，但她的丈夫却不爱她。) —> Her husband did not love her, with her youth and beauty.

(2) 简单句与复合句的转换

将简单句里的短语变为从句，简单句就转换成了复合句。

如：

◆ He was fool enough to tell them everything. (他真傻，把一切事情都告诉了他们。) — He was so foolish that he told them everything.

◆ Thinking that traditional Chinese medicine might help, they sent for an old Chinese doctor. (因为考虑到也许中医有效，他们请了一位老中医。) — They sent for an old Chinese doctor because they thought that traditional Chinese medicine might help.

◆ To my knowledge, they never lost a package from the United States. (据我所知，他们从未丢失过一件从美国寄来的包裹。) — As far as I knew, they never lost a package from the United States.

将复合句里的从句变为短语，复合句就变成了简单句。如：

◆ The students who are going on a field trip will be back next week. (正在进行野外实习的学生下周要回校了。) — The students going on a field trip will be back next week.

◆ The family was in a difficult situation when mother was in hospital. (妈妈住院时家里乱套了。) — Mother being in hospital, the family was in a difficult situation.

◆ That I have a place in your heart makes me feel deeply privileged indeed. (我能在你心中占有一席之地使我感到很荣幸。) — Deeply did I feel privileged in having a place in your heart.

(3) 并列句与复合句的转换

将并列句中的一个分句变为从句，这个并列句就变成了一个复合句。如：

◆ He dropped the stone into the river and it sank to the bottom. (他把石头扔进河里，石头沉入了河底。) — The stone he dropped into the river sank to the bottom.

◆ I've been away only for three years, yet I can hardly recognize my hometown. (我仅仅在外三年，可我几乎辨认不出我自己的故乡了。) —> Although I've been away only for three years, I can hardly recognize my hometown.

◆ Some played cards, some sat about a table and drank. (一些人打牌，一些人围桌坐着喝酒。) — Some played cards while others sat about a table and drank.

将复合句中的从句变为一个分句，这个复合句就变成了并列句。如：

◆ If milk is not kept in a cool place, it will go sour. (牛奶如

果不放在阴凉处，很快就会坏掉。) → Milk must be kept in a cool place, or else it will go sour.

◆ Although we have made some progress, we still have a long way to go. (我们虽然取得了一些进步，但还是远远不够的。)

- We have made some progress, but we still have a long way to go.

◆ She did not come to class yesterday, because she was unwell. (她昨天没来上课，因为她身体不舒服。)- She did not come to class yesterday, for she was unwell.

(4) 句子的结合与分离

有时，句型转换可以表现为：一个以上的句子合并为一个句子；一个句子分离为一个以上的句子。这两种转换分别叫做句子的结合与句子的分离。请看下面各例：

句子的结合：

◆ It was a snowy day. A small girl was making her way down the street. She was holding a box of matches in her hand. (一个下雪天，一个小女孩在街上走着。她手上拿着一盒火柴。)- It was a snowy day and a small girl was making her way down the street, holding a box of matches in her hand.

◆ He is leaving for the conference next week. All expenses are to be paid by his company. (他下周要去参加一个会议 所有费用都由他的公司支付。)- He is leaving for the conference next week, all expenses to be paid by his company.

◆ Harold is getting a job as a travelling salesman. This idea doesn't appeal to his wife. (哈罗德要找一份旅行推销员的工作 这个想法不合他妻子的心意。)- The idea of Harold's getting a job as a travelling salesman doesn't appeal to his wife.